

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	MORGAN, Brett
Expense Dates	08/19/09-08/20/09
Total Expense Amount	436.80
Amount Due Employee	63.22
Form ID	TEA000497040

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 08/19	Gasoline	4.28	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved by:

MATTHEW L CATE

Travel & Expense Account Summary

Employee Name Brett MORGAN
Expense Dates 08/19/09-08/20/09
Report Name CIM Visit - Riot

Request Total \$ 436.80
Direct Charge Total - 373.58
Travel Advances - 0.00
Net Due Employee = 63.22

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Galt Academy	18.18
Regular Travel	CIM Tour - Riot	418.62

NOTE: (d)=Direct Charge

DATE	Wed Aug 19									TOTAL
Mileage, Personal Auto	25.76									25.76
Breakfast	6.00									6.00
Auto Rental (d)	51.38									51.38
Parking, Auto	9.00									9.00
Gasoline	4.28									4.28
Commercial Air Fare (d)	322.20									322.20
TOTALS \$	418.62									418.62

DATE	Thu Aug 20									TOTAL
Mileage, Personal Auto	18.18									18.18
TOTALS \$	18.18									18.18

<p style="text-align: center;">Travel & Expense Account Summary & Detail</p>

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CIM Tour -	08/19/09	Mileage, Personal Auto	25.76	Cash
Regular Travel	CIM Tour -	08/19/09	Breakfast	6.00	Cash
Regular Travel	CIM Tour -	08/19/09	Auto Rental	51.38	Direct Charge
Regular Travel	CIM Tour -	08/19/09	Parking, Auto	9.00	Cash
Regular Travel	CIM Tour -	08/19/09	Gasoline	4.28	Cash
Regular Travel	CIM Tour -	08/19/09	Commercial Air Fare	322.20	Direct Charge
Regular Travel	Galt Academy	08/20/09	Mileage, Personal Auto	18.18	Cash

Gas-rental
Car

Brett H.
Morgan

QUICK STUFF
3500 E PHILADELPHI
ONTARIO, CA
STN 00210713

08/19/09 12:40:12

E/VISA

XXXXXXXXXXXX

Invoice# 1307382
Auth# 00400C

Pump#: 2
1.412 G @ \$ 3.029
Unle/Self \$ 4.28
Total \$ 4.28

Tell us about
your shopping
experience by
logging onto
Survey.Chevron.com

THANK YOU
PLEASE COME AGAIN



ENTERPRISE RENT-A-CAR COMPANY OF LOS
ANGELES

3450 F AIRPORT DR STE 400

ONTARIO, CA 917617669

(909) 460-0107

Branch: 1003143

Ticket: 419715 Ref#: 5W33TG

BRETT MORGAN

Out: 08/19/2009 8:00 AM

In: 08/19/2009 12:48 PM

Vehicle: 2009 TOYO RAV4 4C2N

Vehicle License: 6G0S361

TIME & DISTANCE

10 \$33.46/DAY = \$33.46

REFUELING CHARGE \$0.00

OTC = \$10.00

AIRPORT CONCESSION FEE

10 \$50.00% = \$3.51

CA TOURISM FEE

3.5000% = \$1.17

SALES TAX 8.7500% = \$3.24

Total Charges: \$51.38

Less Bill To:

ENTER HQ** \$51.38

Balance Due: \$0.00

Thank you for renting from

Enterprise Rent-a-Car

To reserve a car use:

1 (800) RENT-A-CAR

or

www.enterprise.com

Parking

Sacramento Int'l
Airport

Card Account : XXXXXXXXXXXXXXX

Card Type : Visa

Authorization Code : 08847C

Cashier : 76 Seq # 7874

License Plate : XX NOPLATE

Ent : 06:18 08/19/09 Lane 37

Exit: 14:46 08/19/09 Lane 54

FEE \$ 15.00
AMOUNT TEND \$ 15.00
CASH \$ 0.00
CREDIT CARD \$ 15.00
CHECK \$ 0.00
CHANGE CALC \$ 0.00

PAID AT CT \$ 15.00

Taxes Included

*** Start Calculation Details ***

1 Day(s) @ \$15.00 = \$15.00

*** End Calculation Details ***

*** Thank You ***

Sign : _____

NER OF VEHICLE: ENTERPRISE RENT-A-CAR COMPANY OF LOS ANGELES SU 5
RANCH ADDRESS: 3450 E AIRPORT DR STE 400, ONTARIO, CA, 917617669 (909) 460-0107

DATE 08/19/2009 8:00 AM		RENTAL TYPE BUSINESS		SOURCE # /CDCR HQ**		I.D. # 999		RENTAL AGREEMENT NO. D 419715			
RT CHARGES IF DIFFERENT		RENTER MORGAN		BRETT		DAY - 24 HOUR PERIOD					
ORIGINAL VEHICLE		COLOR 5/000		LICENSE NO. 16505361		VEHICLE \$11.16/HOUR \$33.46/DAY					
MODEL 2004		ECAR# 32GWX7		BILL TO Y COMPANY /CDCR HQ**		NO CHARGE MILEAGE					
MILE-AGE IN OUT 12843		ATTN UNKNOWN		PHONE (916) 787-4500		EXT.					
EMPLOYEE #		REFERENCE NUMBER 4100		ADDITIONAL AUTHORIZED DRIVER(S) - EXCEPT AS REQUIRED BY LAW, NONE PERMITTED WITHOUT OWNER'S WRITTEN APPROVAL. I REQUEST OWNER'S PERMISSION TO ALLOW NO OTHER DRIVERS PERMITTED							
CONDITION AND FUEL X LEVEL AGREED TO RENTER		FRONT NO DAMAGE		WHO IS UNDER MY CONTROL AND DIRECTION TO DRIVE VEHICLE FOR ME AND ON MY BEHALF. I AM RESPONSIBLE FOR THEIR ACTS WHILE THEY ARE DRIVING, AND FOR FULFILLING TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT. USE OF VEHICLE BY AN UNAUTHORIZED DRIVER WILL AFFECT MY LIABILITY AND RIGHTS UNDER THIS AGREEMENT. RENTER: X							
UT E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 No Gasoline Refunds		PERMISSION GRANTED TO OPERATE VEHICLE ONLY IN THE STATE OF RENTAL AND THE FOLLOWING STATE(S):		OPERATION IN ANY OTHER STATE OR COUNTRY WILL AFFECT YOUR LIABILITY AND RIGHTS UNDER THIS AGREEMENT.							
DAMAGE WAIVER NOTICE: RENTER ACKNOWLEDGES RECEIPT OF ORAL DISCLOSURE THAT DAMAGE WAIVER MAY BE DUPLICATION OF COVERAGE MAINTAINED UNDER HIS OR HER OWN POLICY OF MOTOR VEHICLE INSURANCE. THE PURCHASE OF DAMAGE WAIVER IS OPTIONAL AND MAY BE DECLINED.		RENTER DECLINES OPTIONAL DAMAGE WAIVER (DW) AND ASSUMES DAMAGE RESPONSIBILITY. SEE PAGE 2, PARAGRAPH 6. RENTER: X Declines DW		RENTER ACCEPTS OPTIONAL DAMAGE WAIVER (DW) AT FEE SHOWN IN COLUMN TO RIGHT. SEE DW NOTICE TO LEFT AND PAGE 3, PARAGRAPH 16. DW IS NOT INSURANCE. RENTER: X Accepts DW		CDW INCLUDED IN RATE					
		RENTER DECLINES OPTIONAL PERSONAL ACCIDENT INSURANCE COVERAGE/PERSONAL EFFECTS COVERAGE (PAI/PEC). SEE PAGE 2, PARAGRAPH 9 AND 10. RENTER: X Declines PAI/PEC		RENTER ACCEPTS OPTIONAL PERSONAL ACCIDENT INSURANCE COVERAGE/PERSONAL EFFECTS COVERAGE (PAI/PEC) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PAGE 3, PARAGRAPH 18. RENTER: X Accepts PAI/PEC							
		RENTER DECLINES OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP). SEE PAGE 2, PARAGRAPH 7. RENTER: X Declines SLP		RENTER ACCEPTS OPTIONAL SUPPLEMENTAL LIABILITY PROTECTION (SLP) AT FEE SHOWN IN COLUMN TO RIGHT. SEE PAGE 3, PARAGRAPH 17. RENTER: X Accepts SLP		NO SLP - SEE MASTER AGREEMENT					
		ACKNOWLEDGMENT OF THE ENTIRE AGREEMENT, WHICH CONSISTS OF PAGES 1 THROUGH 4. I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON PAGES 1 THROUGH 4 OF THIS AGREEMENT AND BY MY SIGNATURE BELOW I AM THE "RENTER" UNDER THIS AGREEMENT. BY SIGNING BELOW, I AM AUTHORIZING OWNER TO PROCESS CHARGES ON MY CREDIT CARD(S) AND/OR DEBIT CARD(S) FOR ADVANCE DEPOSITS, INCREMENTAL AUTHORIZATIONS/DEPOSITS, AND CHARGES INCURRED, AS WELL AS PAYMENTS REFUSED BY A THIRD PARTY TO WHOM BILLING WAS DIRECTED. I CERTIFY THAT THE DRIVERS LICENSE(S) PRESENTED IS CURRENTLY VALID AND IS NOT SUSPENDED, EXPIRED, REVOKED, CANCELLED OR SURRENDERED.		RENTER: X [Signature]		DATE 08/19/2009		FUEL CHARGE \$4.30/GALLON			
REPLACEMENT VEHICLE		OWNER REP X [Signature]		EMPL. # E2167J		SALES TAX 8.75% CONCESSION FEE 10.50% AIRPORT FACILITY FEE \$10.00 CA TOURISM FEE 3.50%					
COLOR MODEL MILE-AGE EMPLOYEE #		LICENSE NO. ECAR# IN OUT		I WILL RETURN CAR BY: DATE 08/19/2009 1:20 PM		DEPOSIT(S): AMOUNT PAID BY		ESTIMATED TOTAL \$52			
CONDITION AND FUEL X LEVEL AGREED TO RENTER		FRONT NO DAMAGE		ADDITIONAL INFORMATION INTERMEDIATE		TOTAL CHARGES					
						DEPOSITS					
						REFUNDS					
						AMOUNT DUE					
						CLOSED BY					
						PAID BY CASH CHECK CHARGE					
						RECEIPT OF CASH REFUND DATE AMOUNT RECEIVED BY					

Blankenship, Jolene

From: Astrid Griesel [astridg@globaltrav.com]
Sent: Tuesday, August 18, 2009 9:12 AM
To: Blankenship, Jolene
Subject: Brett Morgan / August 19 ELECTRONIC TICKET CONFIRMATION

THIS ITINERARY WAS ISSUED AT MORGAN/BRETT*4100/10101

GISELLES TRAVEL

H01

BY CORPORATE RES DEPT

DDTA4

1300 ETHAN WAY-SUITE 100

SACRAMENTO CA 95825

916 922-0330/800 523-0100

CA DEPARTMENT OF CORRECTIONS

ETKT

AND REHABILITATION

CA DEPARTMENT OF CORRECTIONS

PO BOX 187019

AND REHABILITATION

SACRAMENTO CA 95818-7019

PO BOX 187019

SACRAMENTO CA 95818-7019

INV. NO.ITIN

DATE AUG 18 2009

RESERVATION NUMBER...R2XLGK

19AUG 2009 - WEDNESDAY

SOUTHWEST 2294 COACH CLASS

LV: SACRAMENTO 700A NONSTOP MILES- 389 CONFIRMED

AR: ONTARIO CA 815A

EQUIPMENT-BOEING 737 JET

ELAPSED TIME- 1:15

SOUTHWEST RAPID REWARD 1046516004

ENTERPRISE

1 INTERMED 2/4 DR

RATE-

33.46

CONFIRMED

PICKUP-ONTARIO CA

ONTARIO AIRPORT ON SITE

PHONE-909-460-0107

CONFIRMATION-RS1WPW

DROP OFF-19AUG

SOUTHWEST 2014 COACH CLASS

LV: ONTARIO CA 120P NONSTOP MILES- 389 CONFIRMED

AR: SACRAMENTO 240P

EQUIPMENT-BOEING 737 JET

ELAPSED TIME- 1:20

SOUTHWEST RAPID REWARD 1046516004

